



EEO Special Emphasis Programs (SEPM)

Presents
Leadership Development
Lunch and Learn Series
May / June 2004

“Public Speaking Prowess”

Wednesday, 26 May, 1130-1230

Rm 2412, HQ USSOUTHCOM

Presenter: Doral Club, Toastmasters, International

Leaders must command attention when they speak. Learn some tricks of the public speaking “trade”. The basic and advanced communication tips you hear will definitely help you polish your podium skills.

To register, call or send an email message to **Vilma Lesesne, Federal Women’s Program Manager**, x2715

NOTE: Presenter for all sessions listed below is Guy Drab, Employee Assistance Program Manager.

“Oh My Aching Back or Head or ...”

Thursday, 10 Jun, 1130-1230

Rm 2305, HQ USSOUTHCOM

Physical symptoms of stress, experienced and endured by all of us at one time or another, present a challenge for leaders: distraction from mission accomplishment and sick leave absences. Learn some handy diet, exercise and relaxation technique tips for successfully managing your own and your current or future subordinates' physical symptoms of stress.

To register, call or send an email message to **Mary Kirton, Black Employment Program Manager**, x2846

“Building and Maintaining Effective Workplace Relationships”

Tuesday, 15 Jun, 1130-1230

Rm 2404, HQ USSOUTHCOM

Leaders know the mission does not manage itself and teamwork is required to accomplish the job on time with the desired results. Revisit a basic strategy for establishing and maintaining healthy, successful workplace relationships.

To register, call or send an email message to **Vilma Lesesne, Federal Women’s Program Manager**, x2715

“Don’t Be an Impediment to Your Own Success”

Tuesday, 22 Jun, 1130-1230

Rm 2305, HQ USSOUTHCOM

Some leaders are sabotaged not by outside forces, but rather by their personal “inner voice” - those echoes of youth or young adulthood saying you are not or cannot be an able leader. Learn to quiet or even silence those negative messages – and to replace them with the positive, “can do” messages exceptional leaders routinely convey to subordinates.

To register, call or send an email message to **Bunny Negrette, Asian/Pacific American Employment Program Manager**, x1802

Do something for yourself. You deserve it.
The time you spend will pay off in your professional life, and possibly personal life as well.
Do bring your lunch.

Register early. Maximum 30 seats available in most sessions – 15 Jun session only 15 seats available.

NOTE: If use of HQ USSOUTHCOM room is pre-empted by mission requirements, alternate location will be: USAG-M Conference room, suite 110, Codina building.

Leadership Development Series Sponsored by: USAG-M EEO Office Special Emphasis Programs